

Continuous Learning
Staying Ahead of the
Game!

Register-Now for Continuous Learning

Demonstration

CONTINUOUS LEARNING
Staying Ahead of the Game!

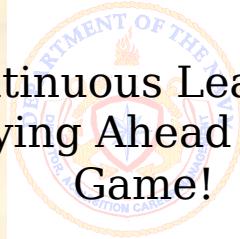


What is Register- Now?

Register-Now is the Department of the Navy's Official Database that is used to track all Continuous Learning accomplishments.

It contains:

- Course Schedules
- Applications
- Training Histories
- Transcripts
- Evaluations etc.



In this Demo, you will learn how to:

- ❖ Update your profile
- ❖ Find and Register for CL-sponsored courses
- ❖ Request points for CL Events completed outside of [Register-Now](#)
- ❖ Utilize the cancellation, evaluation, and email functions
- ❖ Discover all the resources [Register-Now](#)

This is the web address for
Register-Now

www.register-
now.cms.navy.mil

www.register-now.cms.navy.mil

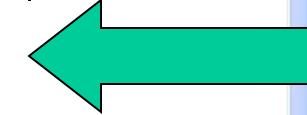
Address <https://www.attrrs.army.mil/channels/registernow/rnswitch.asp>

WELCOME TO REGISTER NOW!

THE DEPT OF NAVY'S WEB SITE FOR
ACQUISITION TRAINING APPLICATIONS
AND CAREER FIELD CERTIFICATION



Register-Now! for DAU Training 

Register-Now! for Continuous Learning  

Register-Now! for Tuition Assistance 

Register-Now! for Career Field Certification  [Click Here](#)

Coming Soon!

- Automated AT&L career field certification for active duty Naval Personnel. [Click here for more information.](#)

After you've clicked the Register-Now link or typed it into your Internet Explorer browser, this splash page will appear. To access the Continuous Learning side of Register-Now, click the "Register-Now for Continuous Learning" button.

Updating Your Profile

The first thing you should do when you log on is make sure you have a complete and correct profile. Failure to fully complete your profile will delay your application process.

Norton AntiVirus

Register-Now! for Continuous Learning Events

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 **Register-Now!** Continuous Learning Events

Serving the DON Acquisition Workforce

Please make a selection from the menu on the left

Continuous Learning events and dates are being added on a weekly basis.
Please check back often.

The DOD Director, Acquisition Career Management is pleased to sponsor this module of Register-Now.
Register-Now for Continuous Learning may be used to request registration for ASN (RD&A) (DACM) sponsored continuous learning events, track the continuous learning points you've earned, provide feedback on the events you've attended and, once you've met your requirement, print your official Continuous Learning Certificate of Achievement.

Who may use the Continuous Learning Management System? Effective September 13, 2002 all DON acquisition workforce members, whether certified or not, have a requirement to earn 80 Continuous Learning Points (CLPs) every two years. Top priority is given to those acquisition workforce members who are certified to the level required by their position and have not met their 80 point requirement. Secondary priority is given to the remaining acquisition workforce members. Other DON employees who are in the workforce can still apply for training but these individuals will only become registered for events on a space available basis.

Please note that travel and per diem costs associated with continuous learning events are not centrally funded. Travel and per diem expenses must be funded by your local Command.

To log on to Register-Now, select a category from the drop down menu and enter your SSN and DOB.

This screenshot shows the homepage of the Register-Now! for Continuous Learning Events website. A large green arrow points from the text "Don't forget to select a drop down category!" towards the dropdown menu. The menu is open, displaying several categories: Dept of Navy/Marine Corps(mil & civ)Acquisition Workforce Member, Dept of Navy Acquisition Intern Program (civ), Naval Reservist, Military Enroute to ACQ position, and All Other Dept of Navy employees. The "Dept of Navy/Marine Corps(mil & civ)Acquisition Workforce Member" option is selected. The page also features a banner for "Continuous Learning Events" and a "Student Menu" on the left side.

Don't forget to select
a drop down
category!

This screenshot shows the same website as the first one, but with a different focus. It highlights the "Please sign in below:" section where users are prompted to enter their Social Security Number and Date of Birth. A large green arrow points from the text "Enter your SSN and DOB" towards these input fields. The "Sign In!" button is visible at the bottom right of the form. The "Student Menu" on the left remains the same.

Enter your SSN and
DOB

This screen asks you to verify your email address and your supervisor's email address. If they are correct, click OK. If they are not correct, click CANCEL to make corrections.

The screenshot shows a Microsoft Internet Explorer window with a blue title bar. The title bar contains the URL <https://www.atrrs.army.mil/channels/clm/default.asp?qs=UM>, a search bar labeled "Search Web", and links for "My Yahoo!", "Games", and "Norton AntiVirus". Below the title bar, there are two buttons: "Register-Now! for Continuous Learning Events" and "Main Menu". A large blue dialog box titled "Microsoft Internet Explorer" is centered on the page. The dialog box contains a question mark icon and the following text:
Please verify the following information is correct.
Student E-mail: creese@jhtpax.com
Supervisor E-mail: clhelp@jhtpax.com
If both of these email addresses are correct, click OK. If not, click Cancel to make corrections.
At the bottom of the dialog box are two buttons: "OK" and "Cancel". A large green arrow points from the right towards the "OK" button.

This screen tells you your:

- Acquisition Workforce Status
- Certification Status
- if you've met the 80-Point Requirement
- and your CL Application Priority.

Click the **Continue** Button to proceed.

Your official personnel record indicates that you **ARE A DON ACQUISITION WORKFORCE MEMBER, NOT CERTIFIED** to the level required by your position. You may still request enrollment in continuous learning events, but your application will be assigned a priority level 2 and will not be processed sooner than 25 days prior to the start date of the event you requested. If you believe this information is incorrect, please follow the instructions below:

Our registration process is as follows.

Priority One students from the same command as the host command - immediate registration
Priority One students from a different command than the host - 12 weeks before the course start date

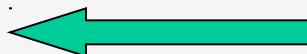
Priority Two students from any command - 6 weeks before the class start date

Priority Three students from any command - 3 weeks before the class start date

* This does not include Basic Contracting Officer Representative (COR) Training or Contracting Officer's Representative (COR) Refresher.

If you believe this information is incorrect, please follow the instructions below:

Continue



Navy Civilians: Contact your local HRO/HRSC and ask to have your record updated/corrected as appropriate. Then, request a current Acquisition Career Brief (DCPDS report) and forward it to the DON Continuous Learning Registrar (Fax 240-725-0728) who will update your record in Register-Now.

Navy Officers: Contact Shirley Murphy, PERS446B1 (filisa.murphy@navy.mil) and ask to have your record updated/corrected as appropriate. If necessary, PERS446B1 will contact the DON Continuous Learning Registrar to update your record in Register-Now.

Navy Enlisted: Contact the office of the Director, Acquisition Career Management, Ms. Robyn Wiley, 703-614-3786, (robyn.wiley@navy.mil) to confirm your workforce/certification status. If appropriate, the DACM will contact the DON Continuous Learning Registrar who will update your record in Register-Now.



The CL Registrar will process applications based on the following timelines:

- Priority One students from the same command as the host command - immediate registration
- Priority One students from a different command than the host - 12 weeks before the class start date
- Priority Two students from any command - 6 weeks before the class start date
- Priority Three students from any command - 3 weeks before the class start date

Note: Beginning in FY05, Priority 3s will not be allowed to take Continuous Learning courses.

* This does not include Basic Contracting Officer Representative (COR) Training or Contracting Officer's Representative (COR) Refresher.

When filling out your profile, don't forget to fill in the Civilian Job Series and subUIC fields. These fields each have a list of hyper-linked values from which to choose. These fields are mandatory and failure to input this information correctly will cause Register-Now! to purge the information you've already put into your profile and your data will be lost.

To access the list of valid Civilian Codes and SubUICs, click the underlined title and then click on the appropriate value to apply it to your profile.

The screenshot shows a web-based profile editor for Register-Now!. On the left is a vertical sidebar with links like 'Breaking News', 'Facility Security', 'Help' (with a green arrow pointing to it), 'Register Now! Demo', 'Contact CL Help Desk', 'Find Your Training Rep', 'DoD Point Guidelines', and 'CL Policy Documents'. Below that is a 'Links' section with 'Register-Now! for Class Year', 'Workforce Tuition Assistance', 'Register-Now! for Career Field Certification', 'Privacy and Security Notice', and 'DoD Warning & Usage Statement'. At the bottom is a 'Restricted Access' section with 'Data on Demand'. The main content area has a yellow header bar with 'Civilian Job Series: 0510' and a link to 'Click here to contact your Training POC'. Below this is a 'Student Contact Information' section with dropdowns for 'Organization' (set to 'NAVSUP') and 'Duty Location UIC' (set to '00391'). A note says 'To select a subUIC: Click on the "SubUIC" link below to bring up a list of valid SubUIC's. Click on the organization that matches your subUIC.' It shows a 'SubUIC: NAVFICP Philadelphia' entry. Under 'Duty Address', it lists 'JHT INCORPORATED-CL REGISTR' as the address, 'CALIFORNIA' as the city, 'MD' as the state, '20619' as the ZIP code, and 'UNITED STATES' as the country. It also shows phone numbers (240-725-0727 ext. []), DSN ([] - ext. []), and fax numbers (240-725-0728). At the bottom, a note says 'Important: Since Register-Now! uses email to notify students, ensure you enter your correct email address.'

Find/Register for a CL
Event

This link allows you to find and register for CL-sponsored events. There is no cost for tuition, but your command is responsible for all travel and per diem.

Register-Now! for Continuous Learning Events

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Please note that travel and per diem costs associated with continuous learning events are not centrally funded. Travel and per diem expenses must be funded by your local Command.

On this page, you can use the search criteria to bring up courses by type (training, conferences etc.), by location, course title, and dates. To view all available courses, leave search criteria blank and click Search Catalog.

[Register-Now!](#) for Continuous Learning Events [Main Menu](#)

Find A Continuous Learning Event

Please browse our catalog using one or both of the search tools below.
When you have selected your criteria, click the "Search Catalog" button on the bottom of the page.
To view the entire catalog, leave all search criteria blank.

| Catalog Search | Advanced Options |
|---|--|
| To view available Continuous Learning events, choose one or more of the following categories below: <input type="checkbox"/> Training (Functional or Technical): Training designed to help you stay current in your acquisition functional area, acquisition reform subjects, and other emerging acquisition policy areas. Examples: Best Value, Federal Appropriation Law, Performance Based Contracting. <input type="checkbox"/> Training (Management, Supervisory or Leadership): Professional development courses designed to provide the knowledge and skills essential to effective performance in Federal supervisory, managerial and executive positions. Examples: Developing Customer-Focused Organizations, Leading Organizational Change, Seven Habits of Highly Effective People. <input type="checkbox"/> Conference: Conferences that enable you to stay current in your functional or technical discipline or acquisition reform. Example: DON Procurement Conference <input type="checkbox"/> Professional Activities: Events sponsored by professional societies and associations that enable you to stay current in your functional or technical discipline or acquisition reform. | To narrow down your search, choose any one or more of the following options: Location: <input type="text"/> And/Or <input type="checkbox"/> Web Based Events And/Or Event: (course name, conference, etc.) <input type="text"/> And/Or Date Range: (inclusive) Between <input type="text"/> <input type="text"/> <input type="text"/> And <input type="text"/> <input type="text"/> <input type="text"/> |

[Done](#)   [Internet](#)

As an example, we will search and apply for a Seven Habits course. Select the Event title and leave all other search criteria blank. Click Search Catalog.

Address: https://www.atrs.army.mil/channels/clm/default.asp?qs=UM

Search Web | Mail | My Yahoo! | Advanced Source Selection

Register-Now! for Continuous Learning Events

Find A Continuous Learning Event

Please browse our catalog using one or both of the search criteria below. When you have selected your criteria, click the "Search Catalog" button. To view the entire catalog, leave all search criteria blank.

Catalog Search

To view available Continuous Learning events, choose **one or more** of the following categories below:

Training (Functional or Technical): Training designed to help you stay current in your acquisition functional area, acquisition reform subjects, and other emerging acquisition policy areas. Examples: Best Value, Federal Appropriation Law, Performance Based Contracting.

Training (Management, Supervisory or Leadership): Professional development courses designed to provide the knowledge and skills essential to effective performance in Federal supervisory, managerial and executive positions. Examples: Developing Customer-Focused Organizations, Leading Organizational Change, Seven Habits of Highly Effective People.

Conference: Conferences that enable you to stay current in your functional or technical discipline or acquisition reform. Example: DON Procurement Conference

Professional Activities: Events sponsored by professional societies and associations that enable you to stay current in your functional or technical discipline or acquisition reform.

Advanced Source Selection
Alternative Dispute Resolution
An Introduction to Leading Organization Change
Basic Contracting Officers Representative Training
Basic Negotiation Strategies
Best Value Basics
Configuration Management for New Acq. Env.
Contract Closeout
Contracting Officer Representative (COR) Refresher
Earned Value
Engineering of Systems for Navy Interoperability
Federal Appropriations Law
Fleet Modernization Program (FMP) Overview
Government Contract Law for Program Managers
Incentive Contracting
Integrated Logistics Support for Today's Environment
Intro to Earned Value Mgmt at NGNN
Market Research
Modeling & Simulation for Acquisition Professional
Network Centric Warfare Overview
Performance Based Service Acquisition
Performance Based Statement of Work
Project Management (Advanced)
Project Management (Basic)
Project Risk Analysis and Management
Seven Habits of Highly Effective People
Small Business Program and Required Sources
Writing Better Performance Statements of Work

And/Or

Date Range: (inclusive)

Between

And

Done Internet

A short description appears and at the bottom is a link to view the schedule for this course. Click the link to view the schedule.

Back Favorites

Address <https://www.atrrs.army.mil/channels/clm/default.asp?qs=UM> Go Links >

Y! Search Web Mail My Yahoo! Olympics Norton AntiVirus

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Restricted Access

- [Data on Demand](#)

Continuous Learning events

The following events matched your search

Please be sure to check the catalog on a regular basis!
New Continuous Learning events, locations and dates will be added throughout the fiscal year.

Seven Habits of Highly Effective People

Event Type: Training (Management, Supervisory or Leadership)

Target Audience:

URL: <http://>

CL Points: 24

Description:
This workshop is intended to help boost the effectiveness of individual employees. The principles learned in the 7 habits empower an individual to change the way they approach their job and relationships, and to see problems as opportunities.

Remarks:
As a participant you will be receiving an email from profiles@franklincovey.com with the subject line of "360 Degree Online Access." This email is access to your online account, which will allow you to administer your own 360 Degree assessment. Keep this email so that you can regain access to your account, track your survey status, and ensure that all surveys are completed prior to the deadline. To successfully administer your assessment complete the following steps:

- Select your feedback team (raters) to participate in this process.
- Notify each member of your feedback team that they will receive an email from profiles@franklincovey.com with your survey information so they do not delete the email.
- Verify that the email addresses of your feedback team are valid.
- Access your account and follow the directions to set up your feedback team and complete your self-survey.
- Ensure that you and your feedback team submit your surveys prior to the deadline date. We look

Click HERE to view schedule (18 scheduled)

Questions? Problems? Suggestions? Please email us now.

THIS WEBSITE IS FOR OFFICIAL USE ONLY

Internet

This is the course schedule screen. To fill out an application, click on the hyper-linked location of the offering for which you would like to attend.

Register-Now! for Continuous Learning Events Main Menu

Event Schedule for Seven Habits of Highly Effective People

Click on the location name to submit an application for that location.

Important Note: When selecting your location, please keep in mind that travel and per diem costs associated with continuous learning events are not centrally funded. Any travel / per diem required to attend this event must be funded by your local command.

| Location | City, State | Start Date | End Date | Available | Waits |
|-----------------------------|--------------------|-------------------|-------------------|-----------|-------|
| Philadelphia, PA (NAVSUP) | Philadelphia, PA | 17 Aug 2004 08:00 | 19 Aug 2004 16:00 | 1 | 18 |
| Port Hueneme, CA (NAVSEA) | Port Hueneme, CA | 24 Aug 2004 08:00 | 26 Aug 2004 16:00 | 1 | 40 |
| Newport, RI (NAVSEA) | Newport, RI | 21 Sep 2004 08:00 | 23 Sep 2004 16:00 | 0 | 9 |
| Waldorf, MD (NAVSEA) | Waldorf, MD | 02 Nov 2004 08:00 | 04 Nov 2004 16:00 | 17 | 0 |
| King George, VA (NAVSEA) | King George, VA | 16 Nov 2004 08:00 | 18 Nov 2004 16:00 | 22 | 0 |
| San Diego, CA (SPAWAR) | San Diego, CA | 08 Feb 2005 08:00 | 10 Feb 2005 16:00 | 21 | 0 |
| Silverdale, WA (NAVFAC) | Silverdale, WA | 01 Mar 2005 08:00 | 03 Mar 2005 16:00 | 24 | 0 |
| Patuxent River, MD (NAVAIR) | Patuxent River, MD | 08 Mar 2005 08:00 | 10 Mar 2005 16:00 | 14 | 0 |
| Virginia Beach, VA (NAVSEA) | Virginia Beach, VA | 15 Mar 2005 08:00 | 17 Mar 2005 16:00 | 28 | 0 |
| Arlington, VA (ONR) | Arlington, VA | 19 Apr 2005 08:00 | 21 Apr 2005 16:00 | 24 | 0 |
| Port Hueneme, CA (NAVSEA) | Port Hueneme, CA | 03 May 2005 08:00 | 05 May 2005 16:00 | 24 | 0 |
| China Lake, CA (NAVAIR) | China Lake, CA | 17 May 2005 08:00 | 19 May 2005 16:00 | 22 | 0 |
| Patuxent River, MD (NAVAIR) | Patuxent River, MD | 07 Jun 2005 08:00 | 09 Jun 2005 16:00 | 24 | 0 |
| Patuxent River, MD (NAVAIR) | Patuxent River, MD | 12 Jul 2005 08:00 | 14 Jul 2005 16:00 | 23 | 0 |
| Dahlgren, VA (NAVSEA) | Dahlgren, VA | 19 Jul 2005 08:00 | 21 Jul 2005 16:00 | 24 | 0 |
| Point Mugu, CA (NAVAIR) | Point Mugu, CA | 09 Aug 2005 08:00 | | | |
| Orlando, FL (NAVAIR) | Orlando, FL | 30 Aug 2005 08:00 | | | |
| Cherry Point, NC (NAVAIR) | Cherry Point, NC | 13 Sep 2005 08:00 | | | |

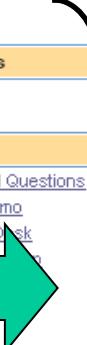
New Search | Back to Search Results

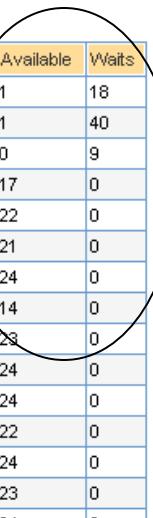
Links

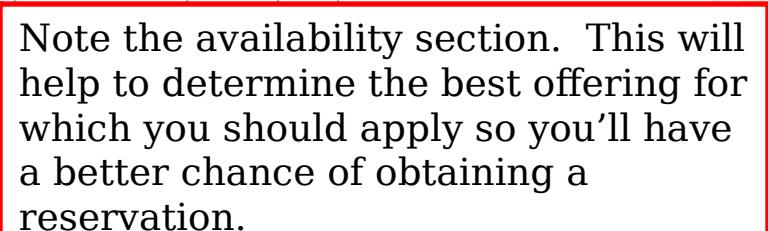
- Register-Now! for DAU Training
- Register-Now! for Acquisition
- Workforce Tuition Assistance
- Register-Now! for Career Field Certification
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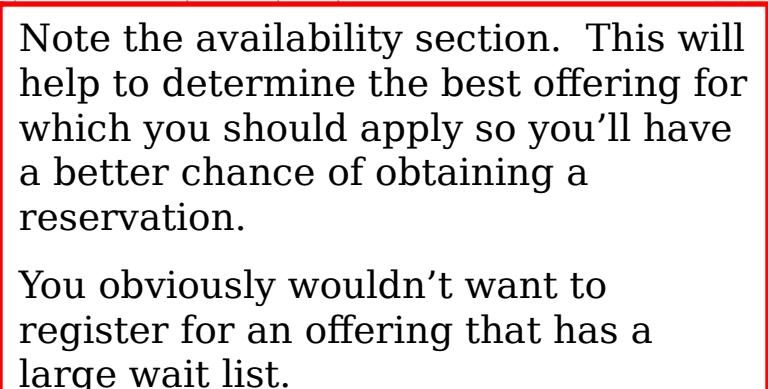
Restricted Access

- Data on Demand

 A large green arrow points from the "Links" section of the left sidebar towards the main content area.

 A red circle highlights the "Available" column in the event schedule table.

 A red box highlights the "Available" and "Waits" columns in the event schedule table.

 A red box highlights the bottom right corner of the slide content area.

Note the availability section. This will help to determine the best offering for which you should apply so you'll have a better chance of obtaining a reservation.

You obviously wouldn't want to register for an offering that has a large wait list.

This is the first part of the application. It contains the course POC contact information, course location and start times, as well as an information link to the No Show Policy.

You can add comments at the bottom of the application if you wish and when you are finished, hit SUBMIT. Once your supervisor approves your request, your application will be sent to the registrar for processing.

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Data on Demand

Done

Complete and/or verify the information below. Once you are sure the information on this application is correct, press the "Submit Application" button at the bottom of the page. Once your application is submitted, you will be sent a confirmation notice via email.

Note: There is a "No-Show" penalty for anyone not attending the event without proper cancellation. Click [here](#) to view the "No-Show" Policy before proceeding.

Verify/Enter Application Information

Event Information

| | | |
|--|-------------------------------|---------------------------------------|
| Event: Seven Habits of Highly Effective People | Building: 4034 | POC: Cathy Griffin |
| Location: Cherry Point, NC (NAVAIR) | Room: 11 | POC Phone: (252) 464-8213 |
| Street: PSC Box 8021 | Start Date: 13 Sep 2005 08:00 | POC Fax: (252) 464-9033 |
| City: Cherry Point | End Date: 15 Sep 2005 16:00 | POC Email: catherine.griffin@navy.mil |
| State: NC | Location URL: http:// | |
| CL Points: 24 | | |

Student Information

| | | |
|-----------------------|---|------------------------|
| SSN: | Date of Birth: | Gender: Female |
| First Name: Christina | Middle Initial: K | Last Name: Reese |
| Pay Plan: GS | Pay Grade: 18 | Service: Dept. Of Navy |
| Disabilities: Yes | Special Requirements: Sign language interpreter | |

If you are a civilian employee of the Dept. of the Navy or the Marine Corps, please enter your Civilian Job Series Below.

Civilian Job Series: 0510

[Click here](#) to contact your Training POC

Student Contact Information

| | |
|----------------------|--------------------------|
| Organization: NAVSUP | Duty Location UIC: 00391 |
|----------------------|--------------------------|

Status/Edit Applications

This link allows you to check the status of your applications (i.e.: supervisor pending, registrar pending, reservation, cancelled etc.)

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This is a sample Status/Edit Applications screen.

Click on the location name to review / edit that application. Applications that have been processed by the Registrar will not be editable. If you wish to delete a pending application, click on the **black X** next to the event name. If you wish to cancel your reservation for an upcoming event, click on the **red C** next to the event name.

| |
|--|
| Update Profile |
| Find / Register for a CL Event |
| Status / Edit Applications |
| Request Cancellation |
| Status / Request CL Points |
| Event Evaluations |
| Resend Approval Request Email |
| CL Training History / Certificates |
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| Breaking News |
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| |
| Help |
| Frequently Asked Questions |
| Register Now! Demo |
| Contact CL Help Desk |
| Find Your Training Rep |
| DoD Point Guidelines |
| CL Policy Documents |
| |
| Links |
| Register Now! for Acquisition |
| Workforce Tuition Assistance |
| Register-Now! for Career Field Certification |
| Privacy and Security Notice |
| DoD Warning & Usage Statement |
| |
| Restricted Access |
| Data on Demand |

Click on the location name to review / edit that application. Applications that have been processed by the Registrar will not be editable. If you wish to delete a pending application, click on the **X** next to the event name. If you wish to cancel your reservation for an upcoming event, click on the **C** next to the event name.

Please be advised that failure to cancel a training application more than 21 calendar days prior to the start date of this event may result in your Command being billed for the cost of your tuition.

| Pending Applications | | | | | |
|----------------------|---|---------------------------|--------------------|-------------------|-------------------|
| | Event | Location | Status | Date Applied | Start Date |
| | Writing Better Performance Statements of Work | Cherry Point, NC (NAVAIR) | Supervisor Pending | 18 Aug 2004 14:02 | 16 Aug 2005 08:00 |

| Previous Applications | | | | | |
|-----------------------|---|---|------------------------|-------------------|-------------------|
| | Event | Location | Status | Approval Date | Start Date |
| | Basic Negotiation Strategies | Washington Navy Yard (NAVSEA) | Cancelled | 23 Feb 2004 14:32 | 02 Mar 2004 08:00 |
| | Small Business Program and Required Sources | http://smallbusiness.nfact.navy.mil | Event Ended | 25 Mar 2004 10:54 | 05 Apr 2004 |
| | Advanced Source Selection | Keyport, WA (NAVSEA) | Reservation | 18 Aug 2004 14:14 | 21 Jun 2005 08:00 |
| | Alternative Dispute Resolution | Patuxent River, MD (NAVAIR) | Event Ended | 25 Mar 2004 10:57 | 30 Mar 2004 08:00 |
| | Seven Habits of Highly Effective People | Jacksonville, FL (NAVFAC) | Supervisor Disapproved | 02 Jan 2004 07:35 | 15 Jun 2004 |
| | Seven Habits of Highly Effective People | Newport, RI (NAVSEA) | Supervisor Disapproved | 05 Dec 2003 07:54 | 21 Sep 2004 08:00 |
| | Seven Habits of Highly Effective People | Cherry Point, NC (NAVAIR) | Cancelled | 30 Jul 2004 11:18 | 13 Sep 2005 08:00 |
| | FY03 Acq Training | Southern MD Higher Education | Event Ended | 16 Dec 2002 13:26 | 25 Mar 2003 07:30 |

Request Cancellation

This link allows you to request cancellation of an application or point request.

Screenshot of the Register-Now! for Continuous Learning Events website:

The page features a top navigation bar with links to Search Web, Mail, My Yahoo!, Games, Personals, LAUNCH, and Sign In. Below the navigation is a Norton AntiVirus status bar.

The main header reads "Register-Now! for Continuous Learning Events" and includes a "Main Menu" button.

A large graphic in the center features the Department of the Navy seal and the text "Register-Now! Continuous Learning Events". Below the graphic is the tagline "Serving the DON Acquisition Workforce".

A green arrow points from the text "This link allows you to request cancellation of an application or point request." to the "Request Cancellation" link in the left sidebar menu.

Student Menu (highlighted by a red box):

- [Update Profile](#)
- [Find / Register for a CL Event](#)
- [Status / Edit Applications](#)
- [**Request Cancellation**](#) (highlighted by a red box)
- [Status / Request CL Points](#)
- [Event Evaluations](#)
- [Resend Approval Request Email](#)
- [CL Training History / Certificates](#)
- [Logoff](#)

Breaking News

- [Facility Security](#)

Help

- [Frequently Asked Questions](#)
- [Register Now! Demo](#)
- [Contact CL Help Desk](#)
- [Find Your Training Rep](#)
- [DoD Point Guidelines](#)
- [CL Policy Documents](#)

Links

- [Register-Now! for DAU Training](#)
- [Register-Now! for Acquisition Workforce Tuition Assistance](#)
- [Register-Now! for Career Field Certification](#)
- [Privacy and Security Notice](#)
- [DoD Warning & Usage Statement](#)

Restricted Access

- [Data on Demand](#)

Please make a selection from the menu on the left

**Continuous Learning events and dates are being added on a weekly basis.
Please check back often.**

The DOD Director, Acquisition Career Management is pleased to sponsor this module of Register-Now.
Register-Now for Continuous Learning may be used to request registration for ASN (RD&A) (DADM) sponsored continuous learning events, track the continuous learning points you've earned, provide feedback on the events you've attended and, once you've met your requirement, print your official Continuous Learning Certificate of Achievement.

Who may use the Continuous Learning Management System? Effective September 13, 2002 all DON acquisition workforce members, whether certified or not, have a requirement to earn 80 Continuous Learning Points (CLPs) every two years. Top priority is given to those acquisition workforce members who are certified to the level required by their position and have not met their 80 point requirement. Secondary priority is given to the remaining acquisition workforce members. Other DON employees who are in the workforce can still apply for training but these individuals will only become registered for events on a space available basis.

Please note that travel and per diem costs associated with continuous learning events are not centrally funded. Travel and per diem expenses must be funded by your local Command.

If you wish to cancel or delete an application, click the “Cancel Training Application” button.

The screenshot shows a web browser window with a red border around the main content area. The title bar includes links for Search Web, Mail, My Yahoo!, Olympics, Games, Personals, LAUNCH, and Sign In. Below the title bar, the page header reads "Register-Now! for Continuous Learning Events" and "Main Menu".

The left sidebar, titled "Student Menu", contains the following links:

- Update Profile
- Find / Register for a CL Event
- Status / Edit Applications
- Request Cancellation
- Status / Request CL Points
- Event Evaluations
- Resend Approval Request Email
- CL Training History / Certificates
- Logoff

The "Help" section contains:

- Frequently Asked Questions
- Register Now! Demo
- Contact CL Help Desk
- Find Your Training Rep
- DoD Point Guidelines
- CL Policy Documents

The "Links" section contains:

- Register-Now! for DAU Training
- Register-Now! for Acquisition
- Workforce Tuition Assistance
- Register-Now! for Career Field Certification
- Privacy and Security Notice
- DoD Warning & Usage Statement

The "Restricted Access" section contains:

- Data on Demand

The main content area is titled "Cancellation Options" and contains the following text:

To continue, please choose one of the options below.

All cancellations must be submitted according to policy and must be done electronically via Register-Now. To view this cancellation policy, go to the "CL Policy Documents" located under the Help Menu.

Two buttons are displayed:

- Cancel Training Application** (with a green arrow pointing to it)
- Cancel Continuous Learning Points**

Each button has a "Continue" button below it. At the bottom of the page, there is a link to email support and a statement: "THIS WEBSITE IS FOR OFFICIAL USE ONLY".

If an application is still pending supervisor action, you can click the **black X** to delete it. If it's already been processed by your supervisor, click the **red C** to send a cancellation request to the CL Registrar.

[Register-Now!](#) for Continuous Learning Events [Main Menu](#)

Student Applications

Click on the location name to review / edit that application. Applications that have been processed by the Registrar will not be editable. If you wish to delete a pending application, click on the **X** next to the event name. If you wish to cancel your reservation for an upcoming event, click on the **C** next to the event name.

Please be advised that failure to cancel a training application more than 21 calendar days prior to the start date of this event may result in your Command being billed for the cost of your tuition.

Pending Applications

| | Event | Location | Status | Date Applied | Start Date |
|----------|---|---------------------------|--------------------|-------------------|-------------------|
| X | Writing Better Performance Statements of Work | Cherry Point, NC (NAVAIR) | Supervisor Pending | 18 Aug 2004 14:02 | 16 Aug 2005 08:00 |

Previous Applications

| | Event | Location | Status | Approval Date | Start Date |
|----------|---|---|------------------------|-------------------|-------------------|
| | Basic Negotiation Strategies | Washington Navy Yard (NAVSEA) | Cancelled | 23 Feb 2004 14:32 | 02 Mar 2004 08:00 |
| | Small Business Program and Required Sources | http://smallbusiness.nfact.navy.mil | Event Ended | 25 Mar 2004 10:54 | 05 Apr 2004 |
| C | Advanced Source Selection | Keyport, WA (NAVSEA) | Reservation | 18 Aug 2004 14:14 | 21 Jun 2005 08:00 |
| | Alternative Dispute Resolution | Patuxent River, MD (NAVAIR) | Event Ended | 25 Mar 2004 10:57 | 30 Mar 2004 08:00 |
| | Seven Habits of Highly Effective People | Jacksonville, FL (NAVFAC) | Supervisor Disapproved | 02 Jan 2004 07:35 | 15 Jun 2004 |
| | Seven Habits of Highly Effective People | Newport, RI (NAVSEA) | Supervisor Disapproved | 05 Dec 2003 07:54 | 21 Sep 2004 08:00 |
| | Seven Habits of Highly Effective People | Cherry Point, NC (NAVAIR) | Cancelled | 30 Jul 2004 11:18 | 13 Sep 2005 08:00 |
| | FY03 Acq Training | Southern MD Higher Education | Event Ended | 16 Dec 2002 13:26 | 25 Mar 2003 07:30 |

Links

[Register-Now!](#) Demo
[Contact CL Help Desk](#)
[Find Your Training Rep](#)
[DoD Point Guidelines](#)
[CL Policy Documents](#)

Restricted Access

[Data on Demand](#)

Note! A cancellation is not complete until it is processed by the CL Registrar.

Norton AntiVirus

Register-Now! for Continuous Learning Events

Cancellation Request

Please provide a detailed explanation for cancelling the following application and press the "Continue" button at the bottom of the page. Your explanation will be forwarded to the Registrar for approval. Note that you are not officially cancelled until the Registrar has approved your request. You will be notified by email when this occurs.

Please be advised that failure to cancel more than 21 working days prior to the start date of this event may result in your Command being billed for the cost of your tuition.

21

| Event | Location | CL Points | Status | Start Date |
|---------------------------|----------------------|-----------|-------------|----------------------|
| Advanced Source Selection | Keyport, WA (NAVSEA) | 24 | Reservation | 6/21/2005 8:00:00 AM |

Enter your reason for cancelling this application

Cancellation requests should be filled out at least 21 calendar days in advance. Enter your reason and click Continue.

Continue



Links

- Register-Now! for DAU Training
- Register-Now! for Acquisition
- Workforce Tuition Assistance
- Register-Now! for Career Field Certification
- Privacy and Security Notice
- DoD Warning & Usage Statement

Restricted Access

- Data on Demand

If you wish to cancel or delete a point request, click the “Cancel Continuous Learning Points” button.

The screenshot shows a web browser window with a red border. The address bar contains the URL <https://www.attrss.army.mil/channels/clm/default.asp?qs=UM>. The main content area has a blue header bar with the text "Register-Now! for Continuous Learning Events" and a "Main Menu" link. On the left, there is a vertical "Student Menu" with links like "Update Profile", "Find / Register for a CL Event", etc. Below it are sections for "Catalog", "Breaking News", "Help", and "Links". The central content area is titled "Cancellation Options" and contains two buttons: "Cancel Training Application" and "Cancel Continuous Learning Points". A large green arrow points from the text above to the "Cancel Continuous Learning Points" button. At the bottom, there is a footer with links for "Questions? Problems? Suggestions? Please email us now.", "THIS WEBSITE IS FOR OFFICIAL USE ONLY", and "Internet".

If a point request is still pending supervisor action, you can click the **black X** to delete it. If it's already been processed by your supervisor, click the **red C** to send a cancellation request to your supervisor of record.

[Register-Now!](#) for Continuous Learning Events [Main Menu](#)

Student Menu

[Update Profile](#)
[Find / Register for a CL Event](#)
[Status / Edit Applications](#)
[Request Cancellation](#)
[Status / Request CL Points](#)
[Event Evaluations](#)
[Resend Approval Request Email](#)
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[Privacy and Security Notice](#)
[DoD Warning & Usage Statement](#)

Restricted Access

[Data on Demand](#)

Requests for Continuous Learning Points

[Click Here](#) to submit a request for approval of continuous learning points to your supervisor. Previously submitted requests are listed below. You may update or review them by clicking on the event name. If you wish to delete a pending request, click on the **X** next to the event name. If you wish to cancel CL points already awarded, click on the **C** next to the event name.

| Point Requests Pending Supervisor Approval | | | | | |
|--|-------------------------------|--------------|------------------|--------------|-------------------|
| | Event | Event Type | Points Requested | Request Type | Date Requested |
| | Test for DoD point guidelines | Experiential | 4 | Approval | 24 Feb 2004 07:27 |

| Point Requests Processed by Supervisor | | | | |
|--|-----------------------------------|-------------------------|-------------|----------------|
| | Event | Event Type | Status | Points Awarded |
| | testing auto certificate function | Academic | Approved | 80 |
| | Test DTL 181 | Professional Activities | Approved | 4 |
| | dtl 265 test | Experiential | Approved | 4 |
| | Testing | Experiential | Approved | 22 |
| | test | Experiential | Approved | 1 |
| | SCR 42 | Experiential | Cancelled | 22 |
| | SCR 142 | Experiential | Disapproved | 0 |

[Questions? Problems? Suggestions? Please email us now.](#)

THIS WEBSITE IS FOR OFFICIAL USE ONLY

Status/Request CL Points

This link allows you to request points for events you have completed outside of Register-Now.

Screenshot of the Register-Now! for Continuous Learning Events website:

The page features a top navigation bar with links to Search Web, Mail, My Yahoo!, Games, Personals, LAUNCH, and Sign In. Below the navigation is a Norton AntiVirus status bar.

The main header reads "Register-Now! for Continuous Learning Events" and includes a "Main Menu" button.

A large graphic on the right side features the Department of the Navy seal and the text "Register-Now! Continuous Learning Events". Below the graphic is the slogan "Serving the DON Acquisition Workforce".

A green arrow points from the text "This link allows you to request points for events you have completed outside of Register-Now." to the "Status / Request CL Points" link in the left sidebar menu.

Student Menu

- [Update Profile](#)
- [Find / Register for a CL Event](#)
- [Status / Edit Applications](#)
- [Request Cancellation](#)
- [Status / Request CL Points](#)
- [Event Evaluations](#)
- [Resend Approval Request Email](#)
- [CL Training History / Certificates](#)
- [Logoff](#)

Breaking News

- [Facility Security](#)

Help

- [Frequently Asked Questions](#)
- [Register Now! Demo](#)
- [Contact CL Help Desk](#)
- [Find Your Training Rep](#)
- [DoD Point Guidelines](#)
- [CL Policy Documents](#)

Links

- [Register-Now! for DAU Training](#)
- [Register-Now! for Acquisition Workforce Tuition Assistance](#)
- [Register-Now! for Career Field Certification](#)
- [Privacy and Security Notice](#)
- [DoD Warning & Usage Statement](#)

Restricted Access

- [Data on Demand](#)

Please make a selection from the menu on the left

**Continuous Learning events and dates are being added on a weekly basis.
Please check back often.**

The DOD Director, Acquisition Career Management is pleased to sponsor this module of Register-Now.
Register-Now for Continuous Learning may be used to request registration for ASN (RD&A) (DADM) sponsored continuous learning events, track the continuous learning points you've earned, provide feedback on the events you've attended and, once you've met your requirement, print your official Continuous Learning Certificate of Achievement.

Who may use the Continuous Learning Management System? Effective September 13, 2002 all DON acquisition workforce members, whether certified or not, have a requirement to earn 80 Continuous Learning Points (CLPs) every two years. Top priority is given to those acquisition workforce members who are certified to the level required by their position and have not met their 80 point requirement. Secondary priority is given to the remaining acquisition workforce members. Other DON employees who are in the workforce can still apply for training but these individuals will only become registered for events on a space available basis.

Please note that travel and per diem costs associated with continuous learning events are not centrally funded. Travel and per diem expenses must be funded by your local Command.

This is what Priority THREE students will see

The screenshot shows a web browser window with a red border around the main content area. The page title is "Student Update". The main content area contains a red warning message:

Workforce. Your official personnel record indicates that you are not an Acquisiton Workforce member. Accordingly, you may not request that CL points be added to your record. If you believe this information is incorrect, please follow the instructions below:

Navy Civilians: Contact your local HRO/HRSC and ask to have your record updated/corrected as appropriate. Then, request a current Acquisition Career Brief (DCPDS report) and forward it to the DON Continuous Learning Registrar (Fax 240-725-0728) who will update your record in Register-Now.

Marine Corps Civilians: Coordinate corrections to your acquisition records through the Acquisition Workforce Development Office at Marine Corps Systems Command (MCSC), griffinjl@mcsc.usmc.mil or 703-784-0363, DSN 278.

Navy Officers: Contact PERS 446B1 (p446b1@persnet.navy.mil) and ask to have your record updated/corrected as appropriate. If necessary, PERS-446 will contact the DON Continuous Learning Registrar to update your record in Register-Now.

The browser's left sidebar has several menu items: "Student Update", "Find / Register for a CL Event", "Status / Edit Applications", "Request Cancellation", "Status / Request CL Points", "Event Evaluations", "Resend Approval Request Email", "CL Training History / Certificates", and "Logoff". Below this is a "Catalog" section with "Centralized Course Catalog". Further down are "Breaking News" (Facility Security), "Help" (Contact Navy Help Desk, Find Your Training Rep, OSD Point Guidelines, CL Policy Documents), and "Links" (Register-Now! for DAU Training). The bottom of the browser window shows standard icons for file operations and internet connectivity.



This is what Priority ONE and TWO students will see

The screenshot shows a web browser window with a red border around the main content area. The page title is "Student Update". The main content area contains a message:

Click Here to submit a request for approval of continuous learning points to your supervisor. Previously submitted requests are listed below. You may update or review them by clicking on the event name. If you wish to cancel CL points already awarded, click on the X next to the event name. If you wish to cancel CL points already awarded, click on the X next to the event name.

Point Requests Pending Supervisor Approval:

| Event | Event Type | Points Requested | Request Type | Date Requested |
|---------------------------------|--------------|------------------|--------------|-------------------|
| X Test for DoD point guidelines | Experiential | 4 | Approval | 24 Feb 2004 07:27 |

Point Requests Processed by Supervisor:

| Event | Event Type | Status | Points Awarded |
|-------------------------------------|-------------------------|-------------|----------------|
| C testing auto certificate function | Academic | Approved | 80 |
| C Test DTL_181 | Professional Activities | Approved | 4 |
| C dlt265 test | Experiential | Approved | 4 |
| C Testing | Experiential | Approved | 22 |
| C test | Experiential | Approved | 1 |
| SCR 42 | Experiential | Cancelled | 22 |
| SCR 142 | Experiential | Disapproved | 0 |

Questions? Problems? Suggestions? Please email us now.

THIS WEBSITE IS FOR OFFICIAL USE ONLY

Note: Beginning in FY05, Priority 3s will not be allowed to take Continuous Learning courses.

 Register-Now! for Continuous Learning Events - Microsoft Internet Explorer

Back Search Favorites Media Mail My Yahoo! Olympics Games Personals LAUNCH Sign In

Norton AntiVirus

Student Menu

- Update Profile
- Find / Register for a CL Event
- Status / Edit Applications
- Request Cancellation
- Status / Request CL Points
- Event Evaluations
- Resend Approval Request Email

CL Training Logoff

Breaking

Facility Sec

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Register-Now! for Continuous Learning Events

Main Menu

Requests for Continuous Learning Points

[Click Here](#) to submit a request for approval of continuous learning points to your supervisor.

Previously submitted requests are listed below. You may update or review them by clicking on the event name. If you wish to delete a pending request, click on the next to the event name. If you wish to cancel CL points already awarded, click on the next to the event name.

Click Here to submit a request.

| Request Type | Date Requested |
|--------------|-------------------|
| Approval | 24 Feb 2004 07:27 |

| Event | Event Type | Status | Points Awarded |
|---|-------------------------|-------------|----------------|
| C testing auto certificate function | Academic | Approved | 80 |
| C Test DTL 181 | Professional Activities | Approved | 4 |
| C dtl 265 test | Experiential | Approved | 4 |
| C Testing | Experiential | Approved | 22 |
| C test | Experiential | Approved | 1 |
| SCR 42 | Experiential | Cancelled | 22 |
| SCR 142 | Experiential | Disapproved | 0 |

Questions? Problems? Suggestions? Please email us now.

THIS WEBSITE IS FOR OFFICIAL USE ONLY

Fill out your point request application and click the Submit Request button.

Please note that you cannot request points for the future.

Point requests should be filled out for any event taken outside of Register-Now.

[Update Profile](#)
[Find / Register for a CL Event](#)
[Status / Edit Applications](#)
[Request Cancellation](#)
[Status / Request CL Points](#)
[Event Evaluations](#)
[Resend Approval Request Email](#)
[CL Training History / Certificates](#)
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Restricted Access

[Data on Demand](#)

Please use this screen to request your supervisor's approval of continuous learning points you have earned through participation in locally funded training events, experiential assignments, or professional events.

You should not request approval of points earned by attending events you registered for using Register-Now! This includes courses offered by the Defense Acquisition University (DAU) as well as college courses funded through the AWTAP. The points you earned in those events were approved during the registration process and are automatically added to your official record in Register-Now! ([www.dau.mil](#) is different than Register-Now for DAU and the two are not linked so you should request points for events taken on [www.dau.mil](#).) To review your current point status, click on "Review CL Training History/Certificates" on the Student Menu.

| Event Information | |
|---|--|
| Name of CL Event | <input type="text"/> |
| Event Description (1000 character limit) | <input type="text"/> |
| Event Type | <input type="text"/> |
| Start Date | <input type="button"/> <input type="button"/> <input type="button"/> |
| End Date | <input type="button"/> <input type="button"/> <input type="button"/> |
| Number of Points Requested | <input type="text"/> |
| Comments (1000 character limit) | <input type="text"/> |
| Student Information | |

Event Evaluations

When you have completed an event, the roster is sent to the CL Registrar within 7 calendar days. When you are graduated in the system, you will receive an email prompting you to fill out the online evaluation. Here is where you go to complete the evaluation.

[Find / Register for a CL Event](#)
[Status / Edit Applications](#)
[Request Cancellation](#)
[Status / Request CL Points](#)
[Event Evaluations](#)
[Resend Approval Request Email](#)
[CL Training History / Certificates](#)
[Logoff](#)

Breaking News

[Facility Security](#)

Help

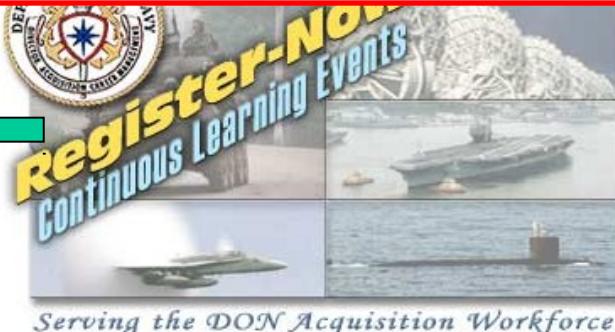
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Register-Now!
Continuous Learning Events

Serving the DON Acquisition Workforce

Please make a selection from the menu on the left

Continuous Learning events and dates are being added on a weekly basis.
Please check back often.

The DOD Director, Acquisition Career Management is pleased to sponsor this module of Register-Now.
Register-Now for Continuous Learning may be used to request registration for ASN (RD&A) (DACM) sponsored continuous learning events, track the continuous learning points you've earned, provide feedback on the events you've attended and, once you've met your requirement, print your official Continuous Learning Certificate of Achievement.

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If you have a pending evaluation, this is what the screen will look like. Click the Event Name to open the evaluation.

Norton AntiVirus

Register-Now! for Continuous Learning Events

Main Menu

Pending Event Evaluations

Click on the event name to review / complete the evaluation for that event. Once your evaluation is received, the continuous learning points for this event will be added to your continuous learning training history in Register-Now. You will also receive an email with your completion certificate for this event attached.

Evaluations for recently completed events may not appear. Don't be concerned. As soon as the event roster is received and your graduation status is entered into Register-Now, you will be notified and asked to log on and complete your evaluation.

Pending Evaluations

| Event | Location | Start Date | End Date |
|---|---|------------|-----------|
| Small Business Program and Required Sources | http://smallbusiness.nfact.navy.mil | 8/2/2004 | 10/1/2004 |

[Questions? Problems? Suggestions?](#) Please email us now.

THIS WEBSITE IS FOR OFFICIAL USE ONLY

Links

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[Register-Now! for Acquisition](#)
[Workforce Tuition Assistance](#)
[Register-Now! for Career Field Certification](#)
[Privacy and Security Notice](#)
[DoD Warning & Usage Statement](#)

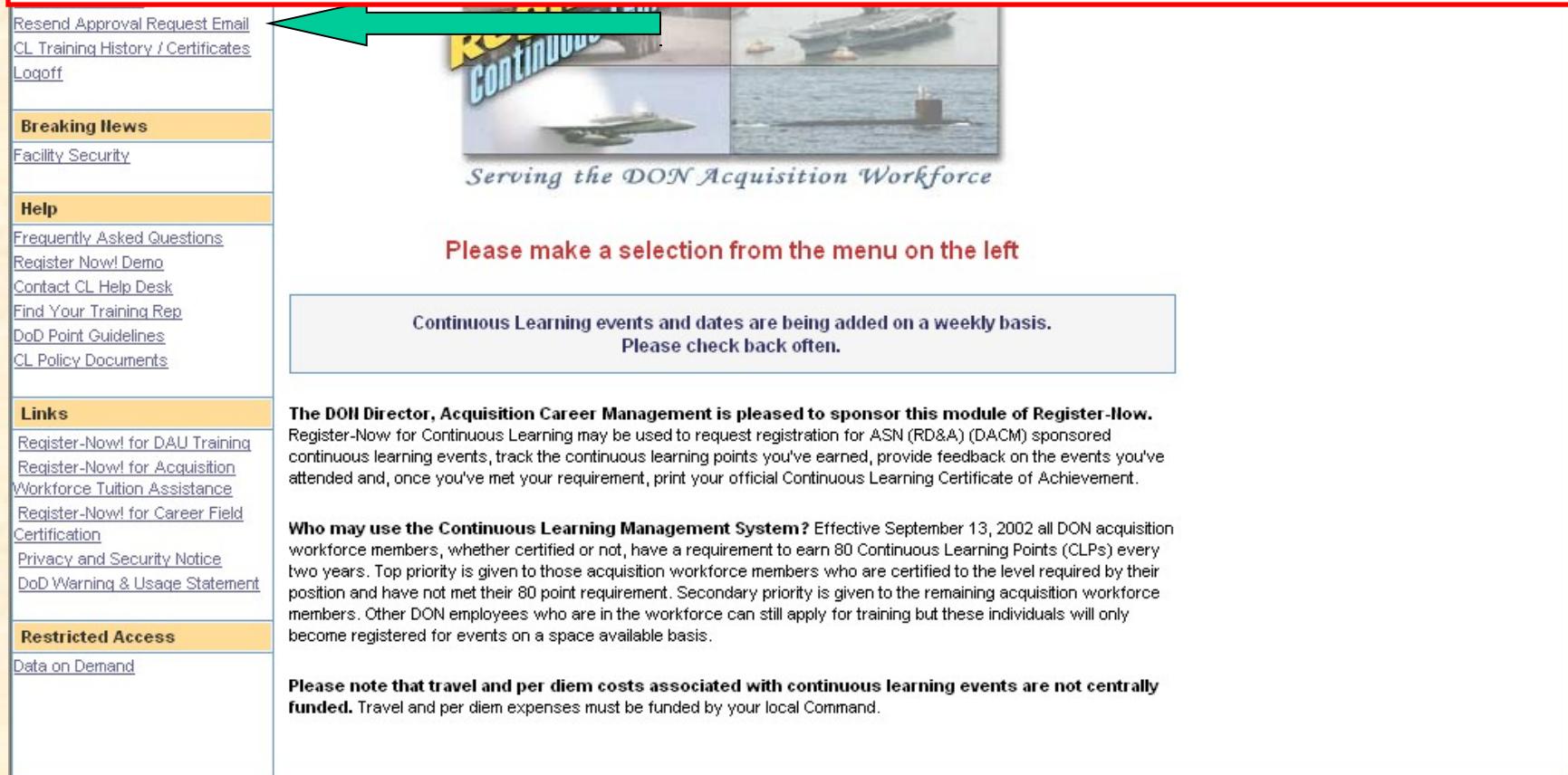
Restricted Access

[Data on Demand](#)



Resend Approval Request Email

Use this link to resend any applications or point requests that are pending supervisor approval. If the supervisor did not receive the original email request or lost it, re-type their email address and check the box(s) for the application(s) you wish to resend. Note: Supervisors are required to process all applications within 30 calendar days or the application will be deleted.



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KY Continuous Learning
Serving the DON Acquisition Workforce

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Resend Approval Request Email

To resend an application or point request to your supervisor, verify that the email address shown is correct, click on the box next to the notification(s) you would like to resend, and press the 'Resend Notification(s)' button.

| | |
|---|---|
| Approving Official Email | Send Student Notification |
| Please verify your supervisor's email address is correct, and if necessary make any changes below. clhelp@jhtpax.com | Place a check in the box below if you would like a copy of the student notification sent to you. <input type="checkbox"/> Send student notification |

Applications pending supervisor approval

| Event | Location | Request Type | Date Applied | Days Pending |
|---|---------------------------|--------------|-------------------|--------------|
| Writing Better Performance Statements of Work | Cherry Point, NC (NAVAIR) | Training | 18 Aug 2004 14:02 | 0 |

Point Requests pending supervisor approval

| Event | Event Type | Request Type | Points Requested | Date Requested | Days Pending |
|-------------------------------|--------------|--------------|------------------|-------------------|--------------|
| Test for DoD point guidelines | Experiential | Training | 4 | 24 Feb 2004 07:27 | 176 |

Resend pending applications or point requests by checking the box(s) to the left of the Event Title and clicking the Resend Notifications button.

If your supervisor has changed or is not in the office to process your applications, you can use the Update Profile link to reflect your new or acting supervisor's email address. When you do this, you can resend any pending applications to the new supervisor of record.

CL Training History/Certificates

You can use this link to view points earned and needed for your current two year cycle as well as get certificates and transcripts.

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 **register-Now!** Continuous Learning Events

Serving the DON Acquisition Workforce

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 Back, Forward, Stop, Refresh, Home, Search, Favorites, Media, Mail, My Yahoo!, Olympics, Games, Personals, LAUNCH, Sign In.

Norton AntiVirus

Register-Now! for Continuous Learning Events

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Continuous Learning Training History

[Click here](#) to display the instructions for this page.

Continuous Learning Training History for: BODEN, CHRISTINA w
Current Continuous Learning Two Year Period Ends: 10/1/2004
Total Points Earned for Current Two Year Period: 174.0

Don't forget to read the instructions for this page!

[Click here to receive a copy of your most current Continuous Learning Certificate via email.](#)

[Click here to have a transcript of CL Events completed sent to you via email.](#)

| CL Events Scheduled for the Current Two Year Period | | | | |
|---|-------------|--------|----------------------|----------------------|
| Event Name | Status | Points | Start Date | End Date |
| Alternative Dispute Resolution | Reservation | 16 | 3/30/2004 8:00:00 AM | 3/31/2004 4:00:00 PM |

| CL Events Completed for the Current Two Year Period | | | | |
|---|--------|-----------------|----------------------|----------------------|
| Event Name | Points | Eval. Completed | Start Date | End Date |
| dtl 265 test | 4 | N/A | 8/7/2003 | 8/7/2003 |
| FY03 Acq Training Representatives Conference | 24 | Y | 3/25/2003 7:30:00 AM | 3/27/2003 4:00:00 PM |
| FY04 Acquisition Training Rep Conference | 24 | Y | 3/16/2004 8:00:00 AM | 3/18/2004 4:30:00 PM |
| Small Business Program and Required Sources | 15 | Y | 4/5/2004 | 5/17/2004 1:04:58 PM |
| test | 1 | N/A | 10/31/2003 | 10/31/2003 |
| Test DTL 181 | 4 | N/A | 6/22/2003 | 6/22/2003 |
| Testing | 22 | N/A | 10/1/2003 | 10/1/2003 |
| testing auto certificate function | 80 | N/A | 11/9/2002 | 11/13/2002 |

*Points will not be awarded until event evaluation is completed.

Questions? Problems? Suggestions? Please email us now.

These are the CL Training History page instructions. It tells you what is available on this page.

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Your continuous learning training history is provided below. Please review it carefully to make sure that you have received credit for all of your completed events. The "Status/Request CL Points" option from the student menu may be used to add continuous learning events that are not included in this listing.

A listing of your upcoming continuous learning events is also provided for your convenience. Have you misplaced your continuous learning event completion certificate? If you registered for the event via this website, you may print a duplicate completion certificate from this screen. Events that have a certificate available are listed under "CL Events Completed for the Current Two Year Period" with the event name underlined.

Just click on the event name to have an email sent to you with the certificate attached. If you have earned your 80 continuous learning points for the current two year period, a link will be provided that will allow you to print a duplicate Continuous Learning Certificate of Achievement from this screen. Simply click on the link provided. [Hide Instructions](#).



Continuous Learning Training History Summary

BODEN, CHRISTINA M.

Current Continuous Learning Two Year Period Ends: 10/1/2004
Total Points Earned for Current Two Year Period: 174.0
Points Still Needed to Meet 80 Point Requirement: 0.0
Total Points Pending Completion of Evaluation(s): 0.0
Total Points Requested Pending Supervisor Approval: 4.0

[Click here to receive a copy of your most current Continuous Learning Certificate via email](#)

[Click here to have a transcript of CL Events completed sent to you via email.](#)

CL Events Scheduled for the Current Two Year Period

| Event Name | Status | Points | Start Date | End Date |
|--------------------------------|-------------|--------|----------------------|----------------------|
| Alternative Dispute Resolution | Reservation | 16 | 3/30/2004 8:00:00 AM | 3/31/2004 4:00:00 PM |

CL Events Completed for the Current Two Year Period

 This is your baseline end date. It tells you the 2 year time frame you have to earn your 80 Continuous Learning Points.

This page also has links to click for certificates and transcripts. When you click the link, your certificate or transcript will be emailed to you.

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Continuous Learning Training History for: Reese, Christina K

Current Continuous Learning Certification Period Ends: 10/1/04 

Total Points Earned for Current Certification Period: 84.0

Points Still Needed to Meet 80 Point Requirement: 0.0

Total Points Pending Completion of Evaluation(s): 0.0

Total Points Requested Pending Supervisor Approval: { 16.0 }

[Click here to receive a copy of your most current Continuous Learning Certificate via email](#)

[Click here to have a transcript of CL Events completed sent to you via email.](#) 

| CL Events Scheduled for the Current Certification Period | | | | |
|--|-------------|--------|--------------------|--------------------|
| Event Name | Status | Points | Start Date | End Date |
| FY03 Acq Training Representatives Conference | Reservation | 24 | 3/25/03 7:30:00 AM | 3/27/03 4:00:00 PM |

| CL Events Completed for the Current Certification Period | | | | |
|--|--------|-----------------|------------|----------|
| Event Name | Points | Eval. Completed | Start Date | End Date |
| certificate automatically sent? | 80 | N/A | 10/7/02 | 10/10/02 |
| testing half points | 4 | N/A | 10/30/02 | 10/30/02 |

*Points will not be awarded until event evaluation is completed.



Facility Security

This link contains information and procedures for locations that have security requirements. Use this link to obtain information about any security procedures you will need to follow on or prior to your course start date.

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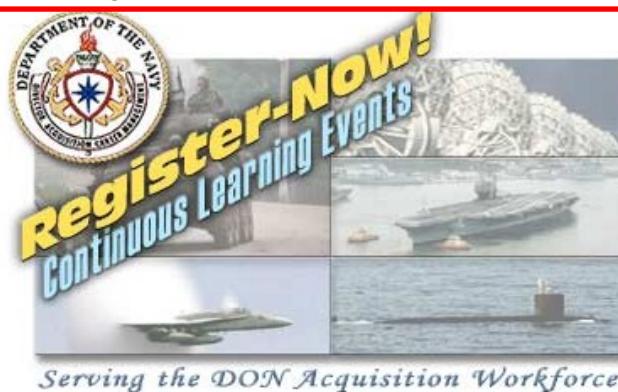
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Breaking News!!

Facility Security

Based on recent security changes throughout the country, several of our activity hosts have notified the DACM office that certain procedures must be carried out before a student or an instructor can come on their base. Therefore, if you plan on attending a Continuous Learning activity or course at a location other than your own, *please click on the name of the location below to find out their specific security requirements.*

We will continue to add to this list as information is brought to our attention. To add your facility security information here, please contact the Continuous Learning registrar's office at clhelp@jhtpax.com.

CONNECTICUT

Groton, CT - SUPSHIP

FLORIDA

Jacksonville, FL - Naval Air Depo

PENNSYLVANIA

Mechanicsburg, PA - NAVICP

Philadelphia, PA - NSA Compound

MAINE

Bath, MA - SUPSHIP

MISSISSIPPI

Pascagoula, MS - SUPSHIP

SOUTH CAROLINA

Charleston, SC - SPAWARSYSCEN

VIRGINIA

Newport News, VA - SUPSHIP

Virginia Beach, VA - CDFA Dam Neck

WASHINGTON, D.C.

If you have information you would like to add to this page, or if your security information has changed, please submit your Security requests to clhelp@jhtpax.com.

Frequently Asked Questions (FAQs)

This link contains some of the most frequently asked questions regarding Continuous Learning. Click here to learn more about the program!

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RIGHT NOW!

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 **Register-Now!**
Continuous Learning Events

Serving the DON Acquisition Workforce

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This is the FAQ page. Click on any of the questions listed on this screen to see the corresponding answer.

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Frequently Asked Questions

Click on any of the questions listed below to see the corresponding answer.

| Questions |
|--|
| <ol style="list-style-type: none">1. How do I remove students that no longer work for our Command?2. I lost my certificate, how do I get another one?3. Register-Now says I am not certified to the level required by my position, but I am. How do I fix this?4. Register-Now says I am not in the AWF, but I am. How do I fix this?5. Who Do I Contact If I Have General Questions About The CL Program?6. Why did my points "disappear" from my training history?7. Why didn't _____ class get added automatically to my Training History?8. Why does my log on screen keep reverting back to a blank log on screen? |

| Answers |
|--|
| <p>1. How do I remove students that no longer work for our Command?</p> <p>The CL Registrar does not have authority to remove students from Register-Now. That is something that is initiated by your Activity when the person leaves the position. Once the change is reflected in DCPDS, the change will be initiated in Register-Now.</p> <p>Back to Questions</p> <hr/> <p>2. I lost my certificate, how do I get another one?</p> <p>You can send yourself a certificate at any time by logging on to Register-Now and clicking the Review Training History/Certificates button. If your email address has changed, please update your profile information first and then from the training history/certificates page you can click the link that will email your certificate.</p> <p>Back to Questions</p> |

Register-Now Demo

You are currently viewing this Demo. ☺

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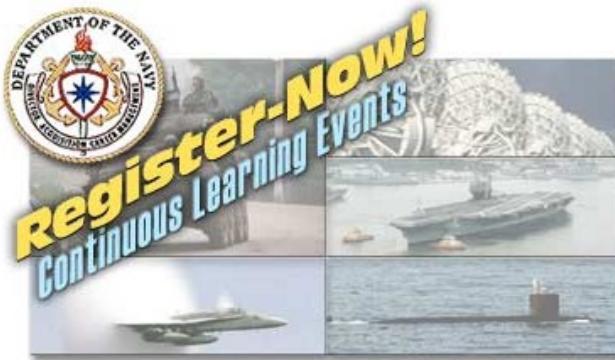
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A red box highlights the text "For Technical assistance, contact the CL Help Desk. (clhelp@jhtpax.com)". A green arrow points to the "Contact CL Help Desk" link in the Help menu.

https://www.attrss.army.mil/channels/clm/default.asp?qs=UM - Microsoft Internet Explorer

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Address https://www.attrss.army.mil/channels/clm/default.asp?qs=UM Go

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Contact the Navy Continuous Learning Help Desk

Contact Information

Help Desk Email: clhelp@jhtpax.com

[Questions? Problems? Suggestions? Please email us now.](#)

THIS WEBSITE IS FOR OFFICIAL USE ONLY

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Select the appropriate Acquisition Organization and then click "Find My POC."

Note: You must be logged onto Register-Now to view this contact information.

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2/25/03

Register-Now! Training Application System

Acquisition Training Representatives and Coordinators have been appointed for each command. These individuals are your first point of contact for questions regarding acquisition training issues and procedures. To find the name, telephone number, Fax number, and e-mail address of your point of contact, start by selecting your acquisition organization below.

Acquisition Organization

- 4TH ESTATE
- BUMED
- BUPRS
- CLANT
- CNET
- CNO
- CPAC
- DON ACQ INTERN PROGRAM
- ENROUTE
- ILS MIL INTERN

Find My POC

Done Internet

DoD Point Guidelines

This link contains the DoD Guidelines for Crediting CL Activities. You can use this document to get an estimate of point values for certain events.

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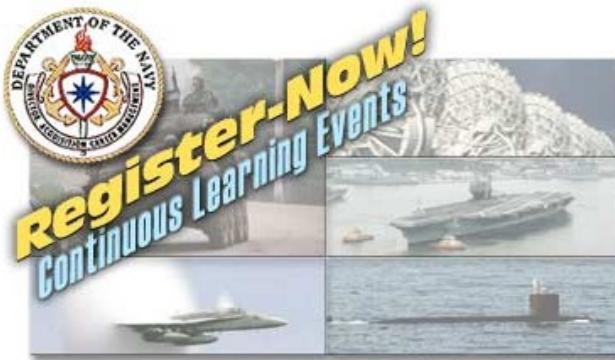
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←

DoD Guidelines for Crediting Continuous Learning Activities

Ref: USD (AT&L) Policy on Continuous Learning of September 13, 2002

| CREDITABLE ACTIVITIES | POINT CREDIT |
|---|---|
| Academic Courses | |
| Quarter Hour | 10 per Quarter Hour |
| Semester Hour | 10 per Semester Hour |
| Continuing Education Unit (CEU) | 10 per CEU |
| Equivalency Exams | Same points as awarded for the course |
| Training Courses/Modules | |
| DAU Courses/Modules | 10 per CEU (see DAU catalog) or: *.5 point per hour of instruction |
| *Awareness Briefing/Training - no testing/assessment associated | |
| *Continuous Learning Modules - testing/assessment associated | 1 point per hour of instruction |
| Other Functional Training | 1 point per hour of instruction |
| Leadership or Other Training | 1 point per hour of instruction |
| Equivalency Exams | Same points as awarded for the course |
| Professional Activities | |
| Professional Exam/License/Certificate | 10-30 points |
| Teaching/Lecturing | 2 points per hour: maximum of 20 points per year |
| Symposia/Conference Presentations | 2 points per hour: maximum of 20 points per year |
| Workshop Participation | 1 point per hour: maximum of 8 points per day and 20 points per year |
| Symposia/Conference Attendance | .5 point per hour: maximum of 4 points per day and 20 points per year |
| Publications | 10 to 40 points |
| Experience | |
| On-the-Job Experiential Assignments | Maximum of 20 points per year |
| Rotational Assignments | Maximum of 40 points per year |
| Training with Industry | Maximum of 40 points per year |
| IPT/Special Project Leader | Maximum of 15 points per year |
| IPT/Special Project Member | Maximum of 10 points per year |
| Mentor | Maximum of 5 points per year |
| Assignment Length (Rotational Assignments or Training with Industry) | |
| 12 Months | 80 |
| 9 Months | 60 |
| 6 Months | 40 |
| 3 Months | 15 |
| 2 Months | 10 |
| 1 Month | 5 |

CL Policy Documents

Click this link to view the policies regarding Continuous Learning.

Norton AntiVirus

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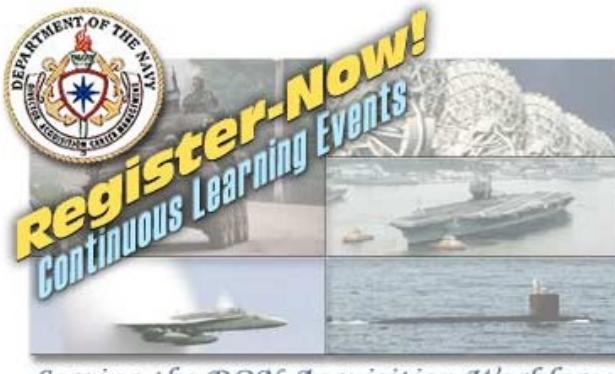
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A green arrow points to the "CL Policy Documents" link in the "Help" menu.

Below are the CL Policies to date.

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-  [CL Policy - No Show Policy](#) (34 KB Adobe PDF Format)
-  [CL Policy - Cancellation Policy](#) (47 KB Adobe PDF Format)
-  [DoD CL Policy of November 4, 2002](#) (360 KB Adobe PDF Format)
-  [DoD Continuous Learning Policy of 13 Sep 02](#) (516 KB Adobe PDF Format)
-  [Implementation Guidance for the DoD Policy](#) (132 KB Adobe PDF Format)
-  [CL Policy - BUMED](#) (85 KB Adobe PDF Format)
-  [CL Policy - IIAVAIR](#) (266 KB Adobe PDF Format)
-  [CL Policy - IIAVFAC](#) (120 KB Adobe PDF Format)
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-  [CL Policy - IIELD](#) (236 KB Adobe PDF Format)
-  [CL Policy - SPAWAR](#) (31 KB Adobe PDF Format)
-  [CL Policy - SSP](#) (475 KB Adobe PDF Format)
-  [CL Policy - USMC](#) (604 KB Adobe PDF Format)

Questions? Problems? Suggestions? Please email us now.

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Other Helpful Links

Use this link to log onto Register-Now for DAU.

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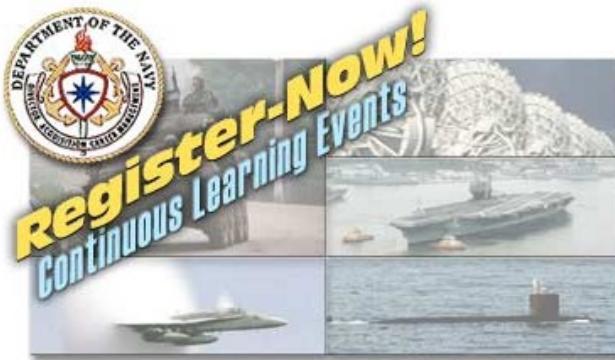
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Use this link to log onto Register-Now for AWTAP.

Screenshot of a web browser showing the "Register-Now! for Continuous Learning Events" homepage. The page features a large banner with the Department of the Navy seal and the text "Register-Now! Continuous Learning Events". Below the banner, a sub-headline reads "Serving the DON Acquisition Workforce". To the left is a vertical menu bar with sections for "Student Menu", "Breaking News", and "Help". A green arrow points from the "Links" section of the menu towards the explanatory text in the main content area. The main content area contains a message about continuous learning events being added weekly and a note about the requirement to print a certificate of achievement.

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Register-Now! Continuous Learning Events

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Use this link to log onto Register-Now for Career Field Certification.

Norton AntiVirus

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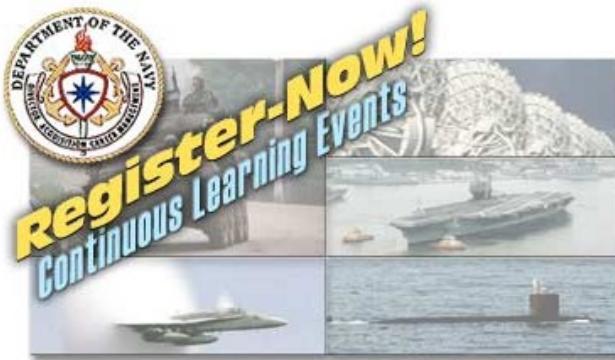
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Continuous Learning Events

Please make a selection from the menu on the left

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What is the Continuous Learning Management System? Effective September 13, 2002 all DON acquisition workforce members, whether certified or not, have a requirement to earn 80 Continuous Learning Points (CLPs) every two years. Top priority is given to those acquisition workforce members who are certified to the level required by their position and have not met their 80 point requirement. Secondary priority is given to the remaining acquisition workforce members. Other DON employees who are in the workforce can still apply for training but these individuals will only become registered for events on a space available basis.

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The Privacy and Security Notice link includes Register-Now site information.

Norton AntiVirus

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A green arrow points to the "Privacy and Security Notice" link in the left sidebar.



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6. If you have any questions or comments about the information presented here, please forward them to the ATRRS Help Desk at attrshelp@hqda.army.mil.
7. [Privacy Act Statement](#)

This link contains the DoD Warning & Usage Statement.

Screenshot of a web browser showing the "Register-Now! for Continuous Learning Events" page. The page features a large banner with the Navy seal and the text "Register-Now! Continuous Learning Events". Below the banner, it says "Serving the DON Acquisition Workforce". A message box states: "Please make a selection from the menu on the left". Another message box says: "Continuous Learning events and dates are being added on a weekly basis. Please check back often." A section about the DOD Director, Acquisition Career Management is pleased to sponsor this module of Register-Now. A green arrow points to the "DoD Warning & Usage Statement" link in the "Links" section. A final note at the bottom states: "Please note that travel and per diem costs associated with continuous learning events are not centrally funded. Travel and per diem expenses must be funded by your local Command."



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Data on Demand is a Restricted Access site. This link is intended for designated training reps and contains Workforce CL data, rosters, application data etc.

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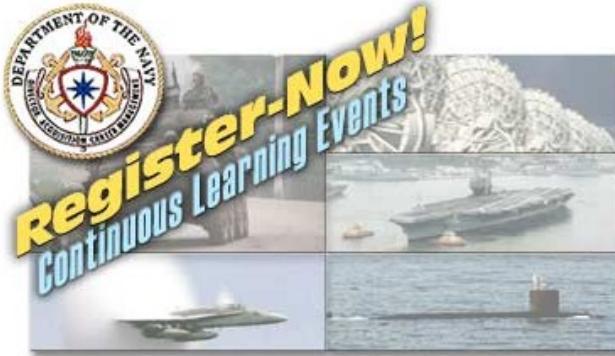
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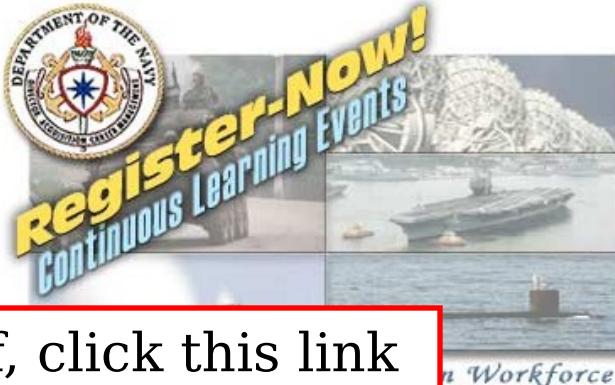
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To logoff, click this link



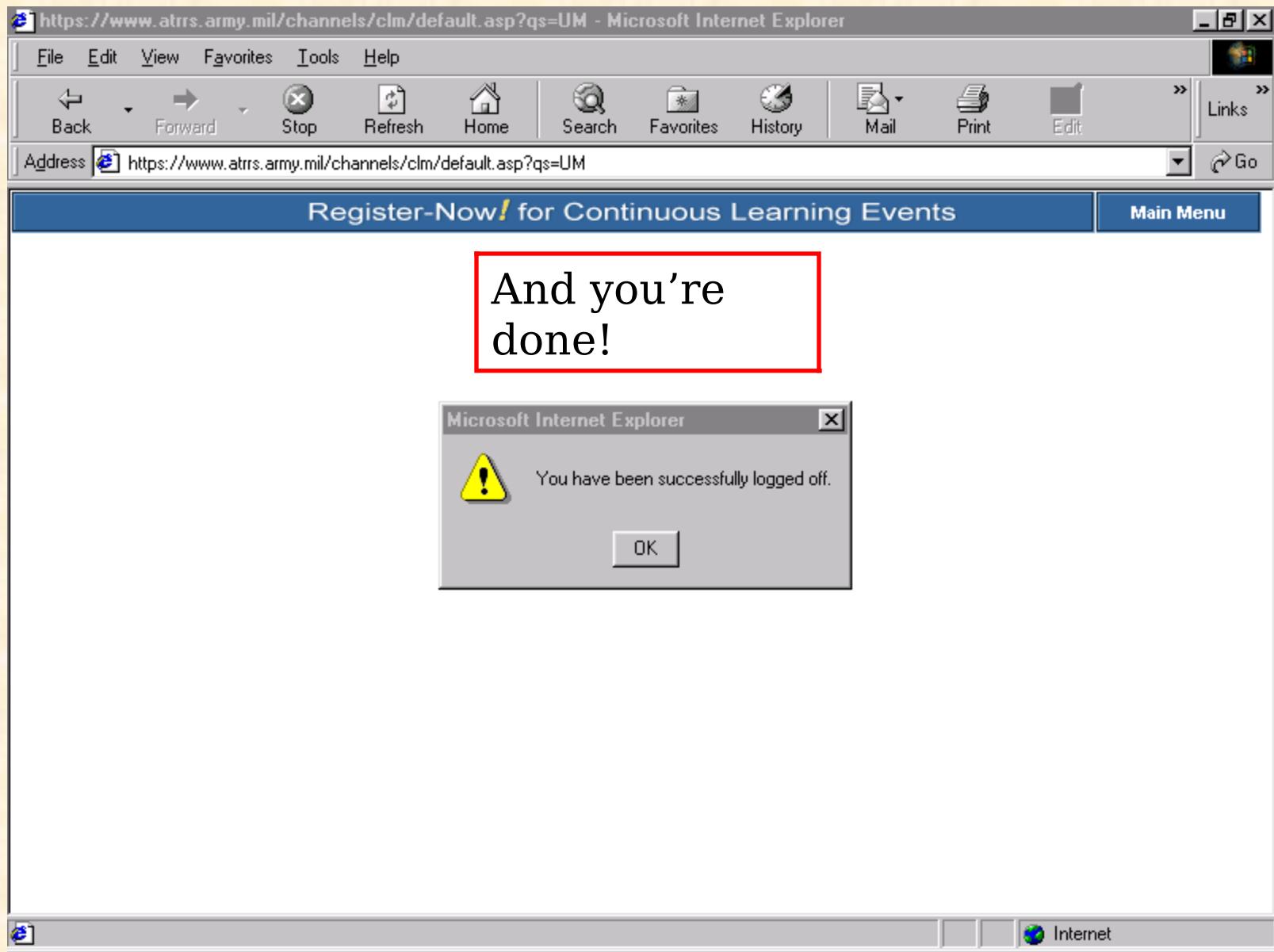
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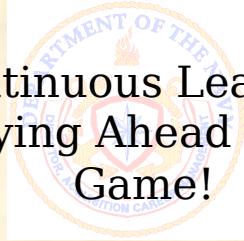
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Continuous Learning
Staying Ahead of the
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